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Season's  
Greetings



OTR

BULLETIN

DEC 1968—JAN 1969

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# BULLETIN BOARD

## NATIONAL INTERDEPART- MENTAL SEMINAR

The next session of the National Interdepartmental Seminar on Problems of Development and Internal Defense will begin on 6 January 1969 at the Foreign Service Institute, State Annex 16, Washington Building, Arlington Towers. The objective of this course is to familiarize key civilian and military officers assigned to command, staff, and departmental positions relative to developing countries with U.S. policy, doctrines, and capabilities applicable to the prevention and defeat of inimical subversion and subversive insurgency in those countries. Attendance at NIS is a prerequisite to assignment of CS officers to key positions in underdeveloped countries. The Agency's quota is eight. Form 136 should be submitted to OTR/RS/ETB, Room 835, 1000 North Glebe Road. The beginning dates for the next three sessions are: 6 January, 24 February, and 21 April. At present the course is under review. It is anticipated that in the near future a full description of the revised course will be published in the OTR Bulletin.

## SUMMER JOBS IN FEDERAL AGENCIES

For parents of those dependents who are interested in Federal Government summer employment outside the Agency, the Office of Training publishes the pertinent information on the Civil Service testing dates for the "Summer Employment Examination." Announcement #414 "Summer Jobs in Federal Agencies," which fully explains the program and contains an application blank, is readily obtainable by calling the Civil Service Commission. The dates to remember are:

<u>Applications received by</u>	<u>Will be scheduled for examination on:</u>
6 December 1968	11 January 1969
3 January 1969	8 February 1969
30 January 1969	8 March 1969

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CLERICAL  
TRAINING  
AND  
TESTING

COURSES

OTR's refresher courses in typewriting and shorthand will be given:

13 January - 7 February	24 March - 18 April
17 February - 14 March	28 April - 23 May

Before taking either course, or both, an employee is required to take a preliminary test or tests given by the Clerical Training Faculty (CTF). The results are used to determine the level of the course the employee should take. These tests are given on Wednesday, typewriting at 9:30 a.m. and shorthand at 10:30 a.m. Dates for the preliminary tests in the above courses are:

8 January	19 March
12 February	23 April

Submission of a Form 73 to AIB/RS for refresher training is all that is required to initiate testing. Training Officers are notified directly by CTF as to time and place to report.

QUALIFICATION TESTS

The CTF gives the Agency's tests in typewriting and shorthand to employees who want to qualify as typists and stenographers. Training Officers or Personnel Officers must arrange registration directly with CTF,  before 5 p.m. the Thursday immediately preceding the desired Monday testing. Qualification tests in both typewriting and shorthand are given on the same morning, typewriting at 9 a.m. and shorthand at 10:30 a.m. CTF notifies Training Officers or Personnel Officers of the results of the tests.

25X1

Tests will be given on: 6 January, 20 January, 10 February,  
24 February, 17 March, 31 March,  
21 April, 5 May, 26 May

Applicants report to Room 416, Ames Building.

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LANGUAGE  
PROFICIENCY  
TESTING

Language proficiency tests are conducted by the OTR Language School to maintain a current inventory of the Agency's language capabilities. The following schedule is for the use of employees who have an untested claim still on the record, and for those whose previously tested proficiency is over three years old, in accordance with the Agency's Language Policy [REDACTED]

25X1A

25X1A

Training Officers should arrange tests for employees by contacting the Language School, [REDACTED]

25X1

Tests at Headquarters may be scheduled on the following dates:

French: January 7, 10, 14, 17, 21, 24, 28, 31  
February 4, 7, 11, 14, 18, 25, 28  
March 4, 7, 11, 14, 18, 21, 25, 28

German: January 10, 17, 24, 31  
February 7, 14, 28  
March 7, 14, 21, 28

Spanish: January 7, 14, 21, 28  
February 4, 11, 18, 25  
March 4, 11, 18, 25

Spanish tests are offered on a space available basis at Arlington Towers on the following dates:

January 9, 16, 23, 30  
February 6, 13, 20, 27  
March 6, 13, 20, 27

Tests in other languages scheduled on request.

# OTR CALENDAR

## JANUARY

S M T W T F S

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

Administrative Procedures

13 - 17 Jan

ADP Orientation

28 - 30 Jan

Advanced Management (Planning)

19 - 24 Jan

CIA Review

14 Jan

Clerical Refresher

13 Jan - 7 Feb

CS Records I

26 - 29 Jan

CS Records II

13, 15, 17 Jan

CS Records III

20 - 24 Jan

Field Finance and Logistics

27 & 28 Jan

Information Reporting, Reports & Requirements

6 - 24 Jan

Intelligence Techniques

6 - 24 Jan

Introduction to Communism

6 - 24 Jan

Introduction to Intelligence

20 - 31 Jan

Midcareer Executive Development

6 - 17 Jan

Operations, Phase II

26 Jan - 7 Mar

Operations Familiarization

27 Jan - 4 Apr

Operations Support

27 Jan - 20 Feb

Orientation for Overseas

27 Jan - 14 Feb

Soviet Bloc Operations

7 - 8 Jan

Vietnam Area Course

27 Jan - 14 Feb

Vietnam Station Orientation

13 - 17 Jan

21 - 23 Jan

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FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

25X1C

Administrative Procedures	3 - 7 Feb
Advanced Management (Planning)	23 - 28 Feb
Chiefs of Station Seminar	3 - 14 Feb
CIA Review	11 Feb
Clerical Refresher	17 Feb - 14 Mar
Counterintelligence Familiarization	24 Feb - 7 Mar
CS Records I (For CTs)	27 & 28 Feb
Geography of the USSR	3 Feb - 14 Mar
Information Reports Familiarization	3 - 7 Feb
Introduction to Communism	17 - 28 Feb
Introduction to Intelligence	3 - 14 Feb
Managerial Grid	2 - 7 Feb
Orientation for Overseas	4 - 5 Feb
Supervision	10 - 14 Feb
Vietnam Area Course	17 - 21 Feb
Vietnam Station Orientation	25 - 27 Feb
Writing Workshop (Basic)	4 - 27 Feb
Writing Workshop (Basic) (for NPIC)	10 - 28 Feb

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MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Administrative Procedures	10 - 14 Mar
ADP Orientation	11 - 13 Mar
Advanced Management (Planning)	23 - 28 Mar
Challenge of Worldwide Communism	17 Mar - 4 Apr
Chiefs of Station Seminar	24 Mar - 4 Apr
China Familiarization	10 - 14 Mar
CIA Review	11 Mar
Clerical Refresher	24 Mar - 18 Apr
CS Records I	24, 26, 28 Mar
CS Records II	31 Mar - 4 Apr
CS Records II (for CTs)	3 - 6 Mar
CS Review	3 - 14 Mar
Effective Speaking	5 Mar - 7 May
European Operations	17 Mar - 4 Apr
Field Finance and Logistics	24 Mar - 11 Apr
Information Reporting, Reports, & Requirements	3 - 21 Mar
Intelligence Briefing (for NPIC)	3 - 26 Mar
Intelligence Production	3 Mar - 2 May
Introduction to Intelligence	24 Mar - 4 Apr
Management	17 - 21 Mar

25X1A

Orientation for Overseas	4 - 5 Mar
Orientation to Intelligence	3 - 14 Mar

25X1A

Soviet Bloc Operations	31 Mar - 18 Apr
Support Services	3 Mar - 11 Apr
Support Services Review: Trends & Highlights	3 - 7 Mar

25X1C

APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Administrative Procedures	21 - 25 Apr
Basic Country Survey: USSR	28 Apr - 9 May
CIA Review	8 Apr
Clerical Refresher	28 Apr - 23 May
Counterintelligence Familiarization	28 Apr - 9 May
CS Records I	28 & 30 Apr - 2 May
CS Records III	7 & 8 Apr

25X1A

Information Reports Familiarization	7 - 11 Apr
	21 - 25 Apr
Intelligence Review	21 Apr - 2 May
Intelligence Techniques	7 - 25 Apr
Introduction to Communism	7 - 18 Apr
JCS-DIA	16 - 17 Apr
Operations Familiarization	28 Apr - 23 May
Operations Support	7 - 25 Apr
Orientation for Overseas	1 - 2 Apr

25X1C

Senior Management Seminar (Planning)	13 - 18 Apr
Supervision	28 Apr - 2 May
Support Services Review: Trends & Highlights	21 - 25 Apr
Vietnam Area Course	7 - 11 Apr

25X1C

Vietnam Station Orientation	15 - 17 Apr
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MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Administrative Procedures	19 - 23 May
Advanced Management (Planning)	18 - 23 May
China Familiarization	5 - 9 May
[REDACTED]	12 - 16 May
CIA Review	13 May
[REDACTED]	12 - 23 May
Counterintelligence Operations	12 - 23 May
CS Records I (for CTs)	28 - 29 May
CS Records II	5 - 9 May
Field Finance and Logistics	5 - 23 May
Information Reporting, Reports, & Requirements	5 - 23 May
Introduction to Communism	19 - 29 May
Introduction to Intelligence	5 - 16 May
Introduction to Map Reading & Imagery Analysis	5 - 21 May
Managerial Grid	4 - 9 May
Midcareer Executive Development	11 May - 20 June
[REDACTED]	
Orientation for Overseas	6 - 7 May
Soviet Bloc Operations	19 May - 6 June
Vietnam Area Course	19 - 23 May
Vietnam Station Orientation	27 - 29 May
Writing Workshop (Basic)	6 - 29 May
Writing Workshop (Intermediate)	5 - 28 May

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JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Administrative Procedures  
ADP Orientation  
Advanced Management (Planning)  
[REDACTED]  
Chiefs of Station Seminar  
CIA Review  
Clerical Refresher  
Counterintelligence Familiarization  
CS Records II  
CS Records III  
Geography of Communist China  
Information Reports Familiarization

16 - 20 June  
10 - 12 June  
15 - 20 June  
2 - 13 June  
9 - 20 June  
10 June  
2 - 27 June  
16 - 27 June  
16 - 20 June  
23 & 24 June  
2 - 20 June  
9 - 13 June  
23 - 27 June

Intelligence Production  
Introduction to Communism  
Introduction to Intelligence  
Management  
Operations, Phase I  
Operations Support  
Orientation for Overseas  
[REDACTED]

2 June - 1 Aug  
16 - 27 June  
2 - 13 June  
23 - 27 June  
2 June - 29 Aug  
2 - 20 June  
3 - 4 June  
22 - 25 June

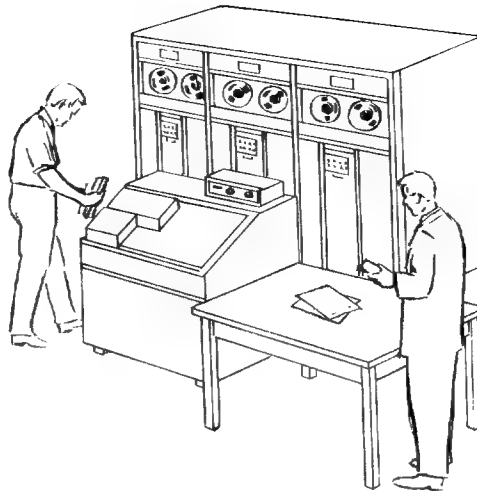
Senior Management Seminar (Grid)  
Support Services  
Support Services Review: Trends & Highlights  
[REDACTED]

8 - 13 June  
2 June - 11 July  
9 - 13 June

Writing Workshop (Intermediate) (for NPIC)

9 - 27 June

# COMPUTER SCIENCE TRAINING



To meet the increased demands for competence in all aspects of automatic data processing and to reduce the cost of achieving this competence a total program of internal training in computer science for Agency personnel has been designed. Many parts of the program have been fully implemented. At present, the major parts of the program are ADEPT (A Developmental EDP Professional Training) Program, MICOT (Miniaturized Computer Technology), General ADP Orientation, User Analysts Systems Orientation, and Using Interactive Systems.

## ADEPT

The ADEPT Program is designed to produce EDP professionals thoroughly competent with the IBM-360 system. The basic course is a 16-week course which trains the beginner to use the IBM 360 at the journeyman level of proficiency. Assembly, procedural, and job control languages are taught and the final weeks of the course include modular programming and programming design of medium size systems. The better graduates should be able to assume responsible professional roles within several months of graduation. Two basic courses are given per year, one in September and one in February. The fifth class will graduate in December 1968. The intermediate program consists of a series of courses which are designed for journeymen programmers and are meant to reinforce his present skills. Topics which provide the student with material useful in his daily assignments are addressed. These courses are advertised in the OTR Bulletin and each course is offered every 12 - 18 months. The senior program consists of courses which are not necessarily related to immediate problems. They are of an advanced nature and are comparable to those given at the graduate level in the computer science curriculum of major universities. Examples are topics such as operating systems, Real-time system

design, and Language Processor Design and Development. The first of these courses will be offered in early 1969.

#### MICOT

MICOT is a program designed to train programmers and users of miniaturized computers such as the IBM 4Pi. MICOT training consists of a two-week basics course focused specifically upon miniature computers for users, and a detailed fundamentals and programming course for designers, programmers, and installers. Several ad hoc courses have been given by using instructions furnished by the manufacturer. A regular schedule of such offerings is being planned for 1969.

#### General ADP Orientation

The most popular of the courses offered under this generic is the three-day ADP Orientation given six to nine times per year. Other orientation which may be required for special purposes is available upon request. As an example, a 30-hour course is being prepared for personnel who are located in areas which have terminals on-line to the OCS Interactive Systems.

#### User Analysts Systems Orientation

This program includes various depth courses on the systems development process. The most popular is the three-day course, "The Systems Development Process," offered by Brandon Associates. It has been given approximately four times per year. Another two-week course has also been given. This total program is being evaluated to meld better into Agency requirements.

#### Using Interactive Systems

This program is designed for analysts who will be using remote terminals attached to the OCS Interactive (Time Sharing) Computer System. Usage of such problem-oriented languages as SOLVE, TORQUE, LINUS, and DESKCAL is taught. Conversational systems, on-line file structures, user language processors, and interactive computational constraints are included as topics. In addition to the several tutorials which are presently being given, formal courses will be given after the installation of the IBM 360/67 interactive system in January 1969.

Use of EDP is expanding very rapidly in the Agency. The installation of terminals in the user areas which puts the full processing and computational power of the system within arms reach of the user undoubtedly will stimulate still another surge of growth. Eventually, most Agency employees will be in some contact with computers and their products. Agency ADP training plans to educate qualified employees from all Directorates to an understandable and useful level. Schedules of all courses will be published in the OTR Bulletin. Training Officers should be consulted for information on registration procedures.

#### HE IS THE VERY MODEL

"The designer is essentially a solver of problems, problems presented to him by the nature of the task, of the materials he is using, of the people who will be using his design, and of the market for which it is being produced.

"The model of man which emerges when we consider him as a problem solver - whether his problem is to land an aircraft or design a coffee percolator - is a data processing model. These words are operational, they define concepts in terms of what is done.

"Man is seen as a hierarchy of systems in which he receives data, processes data, and puts out data . . .

"This does not imply in any way that a man's mind works like a digital computer - though it does not deny the possibility. It does say that the relations between what goes into his head through his eyes and ears and what comes out through his voluntary muscles, often suggests what he does."

E. LLEWELLYN THOMAS  
"Problem Solving in Design"  
from Design and Planning,  
Hastings House, New York, 1965

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# CUTTING TRAINING COSTS

Three trends have become observable on the training scene recently: (a) The amount of necessary training is steadily growing; (b) The cost of training per student is increasing; (c) The budgets to pay for the training are getting tighter. This article is designed to aid Training Officers in getting the most for their money by pointing out the least expensive alternatives. It should be clearly understood that often the most expensive solution is to avoid training or to utilize training that doesn't really meet the employee's objectives.

The basic step in cutting training costs is to delineate accurately the requirement. Frequently courses are taken that really are not responsive to the student's needs or for which the student lacks the necessary background. Once the requirements are defined the following alternatives exist (Listed in order of consideration):

- (a) Component training - e. g., on-the-job training (including assigned reading)
- (b) Internal training - these include both OTR courses and other training provided within the Agency (e. g., Office of Communications, Technical Services Division, Office of Computer Services, etc.)
- (c) External training -
  - 1. Other Government agencies
  - 2. Academic institutions
  - 3. Commercial facilities

## Component Training

Presuming that neither "on-the-job training" nor assigned reading provides a solution, there are a number of possibilities for economies if the training problem is a general rather than an individual one. For example, in one instance a retired staff employee was brought back on contract to provide an advanced economics course; in another, a contract was made with a commercial facility to provide a course in contracting;



in a third instance, the Training Officer arranged for the Management Faculty at Fort Belvoir to provide a three-day course (at no cost) on the PERT system. When the Agency provides the space and there are sufficient students involved, appreciable savings are possible by contracting out the teaching. In some instances components with joint interests have shared such contracting costs. One other possibility exists when: (a) The training is of an academic variety, (b) is given by either American University or George Washington University, (c) and the employees concerned are overt. In this instance, the component can request that the course be given as part of the Agency Off-Campus Program.

#### Internal Training

Between OTR and the components there are a wide variety of operational, technical and managerial courses made available to employees within the Agency. Old courses are dropped periodically and new ones added when sufficient demand exists. Recent examples of this are new finance and budget courses scheduled to start early in 1969 and a series of ADP courses being planned by the Office of Computer Services. When justified, tutorial instruction can be made available. Essentially, internal training is conducted in response to known demand and within the limitations of cost effectiveness. As in the component training alternatives listed above, it is often preferable to contract for courses of common interest (e.g., Reading Improvement) rather than to build them into staff structures.

#### External Training

External training requires a careful matching of goals with course objectives and it is rare that a perfect fit can be made. Timing is often a critical factor in saving costs in external training. Identifying a requirement early in the process can mean the difference between being forced to go out of town although local courses are available, of using relatively expensive external facilities when internal ones could have been used (e.g., language training), in being able to take advantage of non-tuition cost DOD programs rather than commercial ones. In addition, careful planning is necessary to avoid paying either the penalty fee or the full tuition charged by many facilities for late notice cancellations. Therefore, attendance at a course should be a relative certainty before a student is enrolled.

In general terms while other Government agency courses may not be perfectly tailored to an Agency training need, they tend to be better suited and sometimes cheaper than commercial ones. There have also been instances where full advantage was not taken of courses in maintenance and operation offered free to buyers of equipment. Normally

DOD courses are provided tuition free; but in some cases we have had to turn down quotas in these courses for lack of interest (e.g., management courses at Fort Belvoir). The GSA offers a number of records management, contracting and other logistics courses free of charge. There are dozens of excellent correspondence courses offered by DOD. Even the Foreign Service Institute (which is normally forced to operate on a prorated cost basis) on occasion will offer to the Agency spaces in a tuition-free Area Seminar in order to reach minimum class strength.

It is realized that, with the exception of a few rather high-priced commercial courses, one of the principal costs of training is student salary. The cost savings possibilities in after-hours courses are apparent. For the most part this applies to academic courses and correspondence courses. Often the latter are as effective and have cheaper tuition costs than the former. It is estimated that employees donate off-hours time gratis in academic and correspondence courses which approximates a quarter of a million dollars a year. A number of excellent academic courses are available at reduced rates because of Federal subsidies to educational institutions. This applies to both State and local adult education courses. The United States Department of Agriculture Graduate School courses, while not free, are both excellent and inexpensive.

Governmental policy expressed both in the Government Employee Training Act and in Executive Orders clearly encourages self-development by employees. While it is true that the Government inevitably benefits when an employee upgrades his skills, there are numerous instances where through increased promotional and job opportunities, this benefit accrues chiefly to the employee. Training and personnel officers can, by giving guidance on career development, benefit both the employee and the Agency.

Many Training Officers do not have a knowledge of source material or the time to become full cognizant of the many opportunities to cut training costs, but the Office of Training and specifically the Registrar Staff has the capability of servicing this need. In the sense of formalized communications there are a number of OTR-issued documents which can be of aid, specifically the OTR Bulletin, the bi-yearly Schedule of Courses, and the Training Officers Handbook which will be issued in the Spring of 1969.

In summary, utilization of the best and least expensive training is critical. Failure to train or failure to select courses that meet objectives could be the most expensive solution. Therefore, defining objectives and correctly selecting from a wide variety of alternatives are the key steps. The Registrar Staff, OTR, will be pleased to counsel and assist in this regard.

# NON-AGENCY TRAINING

This section of the OTR Bulletin contains information on non-CIA courses or programs related to career development of CIA employees. Attendance may be sponsored by the Agency or it may be self-sponsored. The Training Officer must be consulted on Agency-sponsored training.

For additional information on the courses outlined in this section of the OTR Bulletin or on other external courses, call AIB/RS/TR,  For information on registration, call ETB/RS/TR,

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# REQUEST FOR EXTERNAL TRAINING

## (FORM 136)

The Office of Training has received many inquiries on how best to complete the Form 136 (Request for Training at a Non-Agency Facility). We hope the following will be of assistance in answering these questions. A facsimile of Form 136 appears on page 18.

In addition to being a request for training, the Form 136 also serves as a contract for the expenditure of funds, a request for travel order (where appropriate), a request for security approval, and the input document for the computer.

Items 3 - 15 in the sample show the correct form for completing these blocks. Proper completion of these blocks facilitates processing the request and decreases the necessity for corrections.

In the past, occasionally the information supplied in items 23 through 25 has not been thorough. Item 23 should be as complete and accurate as possible (reference to course announcement or brochure would be helpful); item 24 should show the facility providing the training, and item 25 is the actual location (e. g. Boston) of the training site.

Description of course, item 26, should be a repetition of the facility's course description (if available) in sufficient detail to permit matching the training goals in item 30.

Item 30 should be a specific statement of objectives. In addition, it should provide a justification of the training requested and relate the employee's job responsibilities to the goals. It is often possible on the basis of information given here for the Office of Training to suggest an alternate course; in some cases, a less expensive one, or one which might better satisfy the goal.

for the requested training, the Form 136 must be forwarded to the Central Cover Staff prior to submission to the Office of Training.

If any questions arise concerning any item in the Form 136, please call the External Training Branch,



# OFF-CAMPUS PROGRAM

## 1969 SPRING SEMESTER

Off-Campus Programs on Agency premises during the 1969 Spring Semester again will be conducted by the Office of Training through arrangements with George Washington University and American University. The programs enable Agency employees to further their professional capability by taking courses, undergraduate or graduate, at reduced rates and under convenient conditions. These programs also provide an opportunity for components to meet extensive requirements for particular categories of training.

Each three credit-hour course will cost \$132. All classes will start during the week of 3 February and will continue for 15 weekly sessions. Only overt employees may participate. A person may enroll on his own or, if the course is approved as job-related or developmental, under Agency sponsorship. All instructors are Agency employees accredited by the universities. A majority of the courses will be conducted in the Headquarters Building.

Registration for the spring term will be in the Auditorium at Headquarters on Thursday, 23 January, from 10 a.m. to 3 p.m. A representative from George Washington University will be present to answer questions. American University will provide counseling on request. Further information on the courses or the Off-Campus Programs in general may be obtained by calling [redacted] of the OTR Registrar's office, [redacted]

It is expected that the following courses will be offered on the days indicated. All elements of the program including the days listed, are tentative, however.

GEORGE WASHINGTON UNIVERSITY

Accounting

- 2 Introductory Accounting  
Preparation, uses, and limitations of financial reports.  
Introduction to managerial accounting-financial programming,  
cost determination, and analysis of financial statements.  
Prerequisite: Accounting 1. Monday.

Economics

- 2 Principles of Economics  
Survey of the major economic principles, institutions, and  
problems in contemporary life. Prerequisite: Economics 1.  
Economics 1 and 2 are prerequisites for all other economics  
courses. Thursday.

Mathematics

- 24 Calculus IV  
Solid geometry, multiple integration and partial differentiation  
with applications, line and surface integrals, differential  
equations. Prerequisite: Math 23. Tuesday.

Psychology

- 8 Psychology of Motivation and Personality  
Introduction to the psychology of personality. Principles  
of motivation, personality development, social and  
cultural factors, and assessment and description of  
personality emphasized. Recommended as follow-up for  
Psychology 1. Monday.

AMERICAN UNIVERSITY

Economics

- 19.521 Quantitative Economic Analysis  
Intermediate mathematical analysis of economic phenomena,  
elements of model building, game theory, and linear  
programming. Thursday.

Economics (continued)

19.501 Income Theory

This course will present the necessary elements of income theory for graduate students enrolled in the terminal M. A. program. Tuesday.

Automatic Data Processing

69.202 Basic Statistics

Classification Data, averages, dispersion, probability, frequency distribution, confidence intervals, tests of significance, simple regression and correlation. This course is one of the required courses in the Certificate Program in Data Processing. Tuesday.

55.633 Evaluation of Software

Criteria used to evaluate the many facets of software are examined. Based on restrictions of hardware selection, the nature of the data processing problem and system specifications, a variety of software packages are examined. Prerequisite: 55.334 Computer Programming or equivalent. Wednesday.

55.310 Introduction to Data Processing

An introduction to the problems, principles, and methods of data processing. The course will generally survey types of data processing instruments, methods, systems, and the types and potentials of their applicational use. Tuesday.

55.530 Automatic Data Processing Systems

Survey of the systems aspect of ADP. Emphasis is placed on the computer organization and equipment operation, the concept of programming, data processing equipment, information and data systems, systems analysis, equipment acquisition and utilization, and data communications systems. Prerequisite: 55.410 or equivalent experience. Tuesday.

55.411 Introduction to Management Mathematics

For those students whose undergraduate mathematics preparation does not include advanced algebra. This course will cover mathematical logic, elementary point set theory, finite probability, Markov chains, vectors and matrices and matrix games. Prerequisite: 41.101. Wednesday.



Automatic Data Processing (continued)

- 55.511 The Systems Approach  
Introduction to the systems analysis approach to the study and design of managerial and operational organization and process. This course is fundamental for anyone who expects to be responsibly concerned with the managerial, operational, or control organizations and processes of business or government. Thursday.
- 55.561 Management of ADP Systems  
Estimates of requirements, organizational amendments, planning the total system, conversion problems, cost and performance evaluation, the executive role in the achievement of integration. Prerequisites: 55.530; and 10.456 or 53.353 or equivalent experience. Thursday.
- 55.660 Management Information and Reporting Systems  
Related system performance requirements. Design and installation of the responsive system. PERT, CPM, and similar planning and control information systems. Problems and techniques of executive use of the system product. Workshop in the design and installation of actual and model systems. Prerequisites: 69.400 Managerial Statistics and 55.530 ADP Systems. Thursday.

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1969 SPRING SESSION SCHEDULES  
WASHINGTON AREA UNIVERSITIES

Note to Training Officers: External Training Branch, OTR, must have requests for Agency sponsorship of employees (Form 136) in courses at the following universities a minimum of three weeks prior to registration. Retroactive approval, by regulation, is not allowed.

AMERICAN UNIVERSITY

30 January - 1 February 1969: Registration  
5 February 1969: Classes Begin  
8 June 1969: Classes End

CATHOLIC UNIVERSITY

22 - 29 January 1969: Registration  
3 February 1969: Classes Begin (Undergrad.)  
3 February 1969: Classes Begin (Graduate)  
21 May 1969: Classes End

DUNBARTON COLLEGE

18 December 1968: Registration  
15 January 1969: Classes Begin  
9 May 1969: Classes End

DISTRICT OF COLUMBIA TEACHERS COLLEGE

To be announced: Registration  
27 January 1969: Classes Begin  
Week of 2 June 1969: Classes End

DEPARTMENT OF AGRICULTURE GRADUATE SCHOOL

18 - 25 January 1969: Registration  
Week of 27 January 1969: Classes Begin  
Week of 12 May 1969: Classes End

GALLAUDET COLLEGE

9 - 11 January 1969: Registration  
13 January 1969: Classes Begin  
7 May 1969: Classes End

GEORGE MASON COLLEGE

3 - 4 February 1969: Registration  
5 February 1969: Classes Begin  
23 May 1969: Classes End

GEORGE WASHINGTON UNIVERSITY

30 January - 1 February 1969: Registration  
3 February 1969: Classes Begin  
20 May 1969: Classes End

GEORGETOWN UNIVERSITY

23 & 24 January 1969: Registration  
3 February 1969: Classes Begin  
14 May 1969: Classes End

HOWARD UNIVERSITY

30 & 31 January 1969: Registration  
3 February 1969: Classes Begin  
Week of 9 June 1969: Classes End

MONTGOMERY JUNIOR COLLEGE

28 - 30 January 1969: Registration  
3 February 1969: Classes Begin  
30 May 1969: Classes End

PRINCE GEORGES COMMUNITY COLLEGE

28 - 30 January 1969: Registration  
3 February 1969: Classes Begin  
29 May 1969: Classes End

UNIVERSITY OF MARYLAND

3 - 7 February 1969: Registration  
10 February 1969: Classes Begin  
27 May 1969: Classes End

UNIVERSITY OF VIRGINIA, NORTHERN VIRGINIA CENTER

15 January - 5 February 1969: Registration  
Week of 10 February 1969: Classes Begin  
Week of 2 June 1969: Classes End

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NORTHERN VIRGINIA COMMUNITY COLLEGE

27 - 28 March 1969: Registration  
31 March 1969: Classes Begin  
9 June 1969: Classes End

CREDIT FOR COMPETENCE

In our credential-conscious society, individuals who do not have a college degree often labor under a serious disadvantage, no matter how competent they may be. Many opportunities for job advancement require a college diploma to unlock the door. At the same time, paradoxically, there are more opportunities today than ever before for learning outside the classroom. An estimated 30,000,000 Americans are regularly at work "improving themselves" through ETV, correspondence courses, on-the-job training, or independent study.

In an effort to bridge the gap between competence and credentials, the College Entrance Examination Board last fall launched a new program that allows individuals with knowledge and skills that are comparable to those of undergraduates, to gain credit toward a college degree merely by taking an examination. The College Level Examination Program (CLEP) offers two types of exams: General and Subject. The five General Examinations measure achievement at the undergraduate level in the basic areas of the liberal arts: English composition, humanities, mathematics, natural sciences, and social sciences-history. More than a dozen Subject Examinations are available in areas as diverse as general psychology, introductory calculus, and money and banking. A variety of other examinations are in the process of development. Information is available from CLEP, Box 977, Princeton, New Jersey 08540.

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Civil Service Commission courses and United States Department of Agriculture Graduate School Special Programs are listed below with their starting and ending dates, location, cost, and whenever possible, required GS Grade level. For course descriptions see your Training Officer or call



Civil Service Commission

Automatic Data Processing

ADP SYSTEMS ANALYSIS SEMINAR

5 Feb - 26 Mar                      1900 E. Street, N. W.                      \$175                      GS-9 & above

ADVANCED SYSTEMS TECHNOLOGY FOR ADP SYSTEMS ANALYSTS

24 - 28 Mar                      1900 E. Street, N. W.                      \$160

For Digital Computer Systems Analysts.

APPLICATIONS OF OPERATIONS RESEARCH FOR EXECUTIVES

5, 12, 19, 26 Mar                      1900 E. Street, N. W.                      \$175                      GS-14 & above

DECISION LOGIC TABLE WORKSHOP

11 - 13 Mar

3 - 5 June                      1900 E. Street, N. W.                      \$ 95                      GS-9 & above

EXECUTIVE SEMINAR IN INTERAGENCY MANAGEMENT INFORMATION SYSTEMS

1 - 2 Apr                      1900 E. Street, N. W.                      \$ 90                      GS-14 & above

EXECUTIVE SEMINAR IN MANAGEMENT REPORTING SYSTEMS

24 - 25 Feb                      1900 E. Street, N. W.                      \$ 90                      GS-14 & above

EXECUTIVE SEMINAR IN OPERATIONS RESEARCH

3 - 4 Feb                      1900 E. Street, N. W.                      \$ 90                      GS-14 & above

EXECUTIVE WORKSHOP IN ADP PROGRAMMING

3 - 7 Mar                      1900 E. Street, N. W.                      \$150                      GS-15 & above

EXECUTIVE WORKSHOP IN ADP SYSTEMS ANALYSIS

14 - 16 Apr                      1900 E. Street, N. W.                      \$135                      GS-15 & above

FIELD WORK PROGRAM IN ADP SYSTEMS ANALYSIS

9 Apr - 28 May                      1900 E. Street, N. W.                      \$125                      GS-9 & above

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Civil Service Commission (continued)

## MANAGEMENT INTRODUCTION TO ADP

24 - 25 Mar

21 - 22 Apr 1900 E. Street, N. W. \$ 50 GS-11 &amp; above

## MATHEMATICS FOR MANAGERS

8 Apr - 17 June 1900 E. Street, N. W. \$250 GS-14 &amp; above

## OPERATIONS RESEARCH ORIENTATION

24 - 26 Mar 1900 E. Street, N. W. \$ 50 GS-9 &amp; above

PRINCIPLES AND PRACTICES OF AUDITING IN THE ADP SYSTEMS  
ENVIRONMENT

3 - 20 Feb

3 - 21 Mar

31 Mar - 18 Apr

28 Apr - 16 May 1900 E. Street, N. W. \$160 GS-9 &amp; above

## SEMINAR ON ADP IN FINANCIAL MANAGEMENT

26 - 28 Mar 1900 E. Street, N. W. \$120 GS-11 &amp; above

## SEMINAR ON ADP IN PERSONNEL MANAGEMENT

26 - 28 Feb 1900 E. Street, N. W. \$120 GS-11 &amp; above

## SEMINAR IN ADP MANAGEMENT AND ADMINISTRATION

29 Apr - 1 May 1900 E. Street, N. W. \$135

See course description in annual Interagency Training Bulletin for  
eligibility.

## SEMINAR ON ADP IN TECHNICAL INFORMATION SYSTEMS

23 - 25 Apr 1900 E. Street, N. W. \$120 GS-9 &amp; above

## SYSTEMS ANALYSIS FOR COMPUTER PROGRAMMERS

7 - 11 Apr 1900 E. Street, N. W. \$160

For computer programmers and newly assigned analysts with  
programming experience.

## SYSTEMS WORKSHOP FOR COMPUTER SPECIALISTS I - BASIC

17 - 21 Mar 1900 E. Street, N. W. \$160

For those who need a working knowledge of systems analysis  
techniques.

## SYSTEMS WORKSHOP FOR COMPUTER SPECIALISTS II - ADVANCED

5 - 16 May 1900 E. Street, N. W. \$375 GS-9 &amp; above

## TECHNIQUES AND METHODS OF OPERATIONS RESEARCH

5, 6, 12, 13 Feb

3, 4, 10, 11 Apr 1900 E. Street, N. W. \$150 GS-9 &amp; above

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Civil Service Commission (continued)Financial Management and PPBS

## COST/BENEFIT WORKSHOP

13 - 17 Jan

3 - 7 Mar

14 - 18 Apr                      1900 E. Street, N. W.                      \$165                      GS-11 &amp; above

## EXECUTIVE ORIENTATION IN PPBS

11 - 13 Mar

17 - 19 June                      1900 E. Street, N. W.                      \$ 75                      GS-14 &amp; above

## FINANCE IN AGENCY MANAGEMENT

20 - 24 Jan

7 - 11 Apr                      1900 E. Street, N. W.                      \$145

Open to Federal Staff and managers who require a working knowledge of cost analysis.

## MODELS FOR MANAGEMENT DECISIONS

11, 13, 18, 25 Feb and

4 Mar                      1900 E. Street, N. W.                      \$250                      GS-14 or 15

## PPB GENERAL ORIENTATION

4 - 5 Feb

1 - 2 Apr

3 - 4 June                      1900 E. Street, N. W.                      \$ 50                      GS-13 &amp; below

## PPB SEMINAR

20 - 31 Jan                      Univ. of Maryland (tentatively)                      \$300

17 - 28 Mar                      Univ. of Virginia (tentatively)

Two week residential. Consult Training Officer for eligibility requirements.

Miscellaneous

## INTRODUCTION TO SCIENCE AND ENGINEERING IN GOVERNMENT

14 Apr                      1900 E. Street, N. W.                      \$ 45                      GS-5 - 11

## MANAGEMENT AND THE NEGOTIATED AGREEMENT

17 - 19 Mar                      1900 E. Street, N. W.                      \$ 85

See course description for prerequisites.

## MANAGEMENT OF SCIENTIFIC AND ENGINEERING ORGANIZATIONS

3 - 7 Mar                      1900 E. Street, N. W.                      \$150                      GS-15 &amp; above

## NEGOTIATING AND IMPLEMENTING AGREEMENTS

17 - 19 Feb                      1900 E. Street, N. W.                      \$ 85

For those assigned management responsibility for negotiating agreements.

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Civil Service Commission (continued)

SUPERVISION AND THE NEGOTIATED AGREEMENT

21 - 23 Apr 1900 E. Street, N.W. \$ 85

See course description for prerequisites.

U. S. Department of Agriculture Graduate School

Special Programs

All classes are held at the U.S. Department of Agriculture on Saturday mornings at 8:00 a.m. to 12:00 noon except where otherwise stated.

ADP DOCUMENTATION AND WRITING

12 Apr - 17 May \$ 75

ADP FOR EXECUTIVES

14 - 16 Apr \$150 GS-13 & above  
Monday through Wednesday, 8:30 a.m. to 4:30 p.m.

ADP SYSTEMS ANALYSIS AND DESIGN

12 Apr - 21 June \$100

ADP TRANSPORTATION APPLICATIONS

12 Apr - 21 June \$120 Senior Analysts

ADVANCED CONCEPTS OF DATA PROCESSING

12 Apr - 21 June \$ 75

BASIC CONCEPTS OF DATA PROCESSING

12 Apr - 21 June \$ 75 High School Graduate

COMPUTER SOLUTION OF STATISTICAL ANALYSIS PROBLEMS

15 Feb - 24 May \$120

Prerequisites: One course in college algebra, one course in basic statistics, and some concept of the use of electronic computers.

DEVELOPING ADP SPECIALISTS

12 Apr - 21 June \$ 75 GS-12 & above

FEDERAL CONTRACT NEGOTIATION INSTITUTE

24 - 28 Feb

21 - 25 Apr \$130 GS-9 & above

Classes meet Monday through Friday, 9:00 a.m. - 5:00 p.m.



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U.S. Department of Agriculture (continued)

INFORMATION STORAGE, RETRIEVAL & DISSEMINATION

12 Apr - 21 June

\$100

Participants should have completed at least one year of ADP analysis experience.

INTRODUCTION TO OPERATIONS RESEARCH

15 Feb - 31 May

\$120

Prerequisite: Two years college mathematics and/or statistics.

SCIENCE INFORMATION AND COMMUNICATIONS

7 - 11 Apr

\$135

GS-13 & above

SOURCE DATA AUTOMATION

12 Apr - 21 June

\$ 75

Prerequisites: Understanding of basic ADP systems and programming concepts.

STATISTICAL METHODS FOR FEDERAL EXECUTIVES

3 - 28 Mar

\$100

GS-13 & above

Classes meet Mondays, Wednesdays, and Fridays 9:30 a.m. to 11:30 a.m.

TELEPROCESSING AND DATA COMMUNICATION SYSTEMS

12 Apr - 21 June

\$100

Participants should have had at least one advanced data processing course or equivalent.

OTHER EXTERNAL TRAINING

Editorial Planning for Printing Production

17 Mar - 10 Apr

Government Printing Office

Free

For course description consult your Training Officer.

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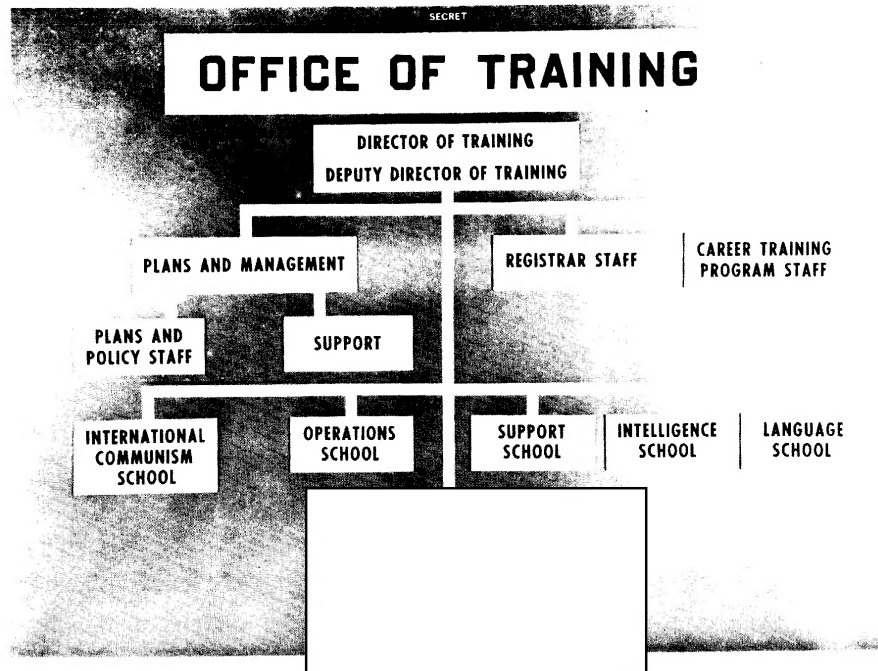
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